



OKLAHOMA NATIONAL GUARD
JOINT FORCE HEADQUARTERS

3501 MILITARY CIRCLE
OKLAHOMA CITY OK 73111-4398
(405) 228-5000 OR DSN 628-5000

OKTAG

1 October 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Mandatory EO/EEO, POSH, WTV and EAP Annual Training

1. Equal Opportunity/Equal Employment Opportunity (EO/EEO), Prevention of Sexual Harassment (POSH), Workplace Threats and Violence (WTV) and the Employee Assistance Program (EAP) are mandatory annual training for all full-time employees. Full-time employees include all Federal Technicians (Dual Status and Non-Dual Status), AGR personnel, State Employees, Temporary and/or Indefinite Employees (Federal and State), Contract Employees, ADSW and other Manday personnel.

2. During the past two fiscal years we were very successful in getting 97% of our full-time employees to attend EO/EEO, POSH, WTV and EAP training. I want to commend all of you for taking this training seriously. Your attentiveness has reduced the number of formal complaints received each year in the EO/EEO office. During the past two years we have resolved every complaint without taking them to the formal stage at the National Guard Bureau, Equal Opportunity and Civil Rights Office (NGB-EO-CR).

3. In Fiscal Year 2006 (FY-06) we are introducing some changes in the EO/EEO, POSH, WTV and EAP presentation at three levels; leadership, supervisory and employee.

a. Leadership level: Leaders are those who report directly to The Adjutant General and/or Chief of Staff (Army & Air); Directors, Deputy Directors, Commanders, and Executive Officers. Leadership level training is a two hour training program. This program is designed to acquaint leadership with the procedural process of EO/EEO, POSH, WTV and EAP.

b. Supervisory level: Supervisors and/or Managers who report to Leadership, as defined in paragraph 3(a), or who supervises more than two employees. Supervisory level training is a three hour training program. This program is designed to help supervisors and managers identify employee problems connected with EO/EEO, POSH, WTV and EAP. It is also designed to acquaint supervisors and managers with the procedural process of EO/EEO, POSH, WTV and EAP.

c. Employee level: Employees who do not have supervisory or managerial responsibilities. Employee level training is a three hour training program. This program is designed to educate our employees of their rights connected with EO/EEO, POSH, WTV and EAP.


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4. Training dates and locations are shown at enclosure #1. Please set your schedule accordingly and contact the State Equal Employment Manager (SEEM) to enroll. The training dates and locations are subject to change due to mobilizations and deployments.

5. The point of contact for this action is CW4 Ronald Petty, SEEM, at 405-228-5274 or DSN 628-5274.

FOR THE COMMANDER IN CHIEF:



HARRY M. WYATT III
Major General, OKANG
The Adjutant General

Encl
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FY-06 Mandatory Training Schedule

EO/EEO, POSH, WTV and EAP

Leadership Level:

Date and Time: 18 Jan 06 (Wednesday) at 0900 and 1300
Location: RTI in OKC

Supervisory Level:

Date and Time: 9 Feb 06 (Thursday) at 0800 and 1300
Location: RTI in OKC

Supervisory Level:

Date and Time: 23 Feb 06 (Thursday) at 0800 and 1300
Location: Tulsa (exact location TBD at a later date)

Supervisory Level:

Date and Time: 9 Mar 06 (Thursday) at 0800 and 1300
Location: TBD (South/Southwestern Oklahoma)

Employee Level:

Date and Time: 8 Feb 06 (Wednesday) at 0800 and 1300
Location: RTI in OKC

Employee Level:

Date and Time: 22 Feb 06 (Wednesday) at 0800 and 1300
Location: Tulsa (exact location TBD at a later date)

Employee Level:

Date and Time: 8 Mar 06 (Wednesday) at 0800 and 1300
Location: TBD (South/Southwestern Oklahoma)